

SECRET

21 March 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Requirement for Reading Improvement Training

A questionnaire was recently sent to all Agency training officers in an attempt to ascertain how employees feel about the need for training in reading improvement. Responses indicate there is great interest in and need for this type of training. It appears that possibly a major training requirement has been surfaced. Meetings have already been held with Vicore, Inc., and the Department of Agriculture concerning programs which they offer and their capabilities to take on additional students. Proposals from both sources will be studied and other alternatives examined before OTR decides on a recommendation to proceed with this training.

2. National War College Overseas Trips

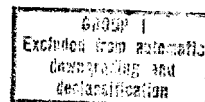
After a temporary suspension, overseas orientation trips for National War College students are back on the schedule. [REDACTED] 25X1A9a

25X1A9a [REDACTED], ONE, has switched from a European to a Middle East trip.

The other three Agency students, [REDACTED] 25X1A9a

25X1A9a DDP/FL, and [REDACTED], OSI, will all go on a Latin American trip as originally planned. The trips will begin on 22 March.

SECRET



SECRET

3. Eligibility for COS Seminars

Having received several applications for attendance at the COS Seminar on behalf of employees who are not COS, DCOS, or COB designees, OTR representatives recently met with the DDP/TRO to discuss eligibility criteria. It was mutually agreed that it is advisable to admit only students who fall into the three categories mentioned above, but recognizing the possibility of an exception now and then based on special justification.

4. OTR Plans Survey of its Library Facilities

25X1A9a [REDACTED] CIA Librarian, met with OTR Plans and Management representatives to initiate a survey of OTR's library facilities. The Inspector General had recommended that a survey be conducted by experts to determine if a centralized library would be preferable to the existing system of decentralized school and staff libraries or book col-

25X1A9a lections. [REDACTED] plans to conduct the survey personally and to have some findings in about a month.

5. Non-Agency Briefings

During this reporting period, the following non-Agency briefings were provided:

25X1A8a [REDACTED] At 1600 Glebe Road, to four Air Force officers on contract with [REDACTED], on the mission and functions of the CIA.

SECRET

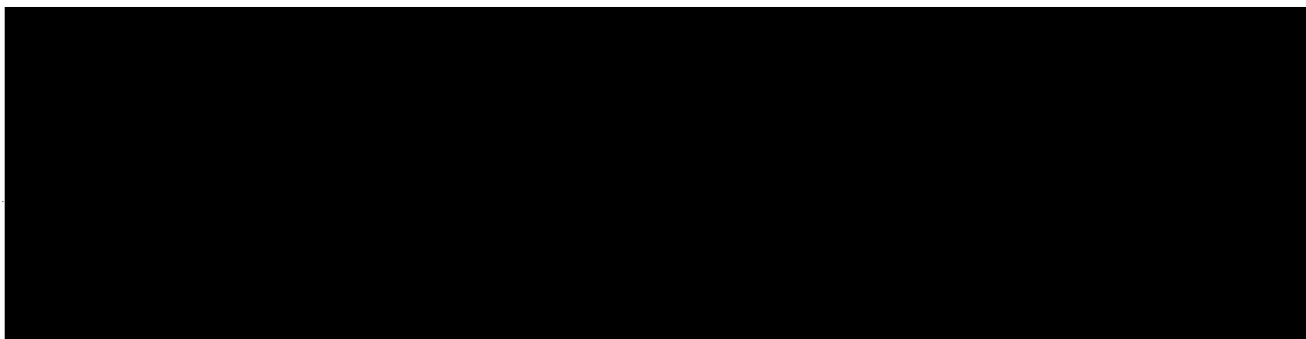
SECRET

At AID training facilities in Washington, D. C., to 25 AID personnel, a smaller group than usual (possibly reflecting the current reduction in U.S. overseas personnel commitments), the biweekly Agency briefing.

At FSI's Area and Country Studies, to 48 students, "Soviet Ideologies and Policies Toward the Third World."

7. Other Training Topics

Students in the Operations Course, Phase II, returned on 10 March



25X1A14b

Headquarters. . . . The Defense Atomic Support Agency has requested all agencies including CIA to provide more specific "need to know" justification when nominating personnel for the Saddle Nuclear Weapons

Advanced Orientation courses. . . . Most significant result of the four-week tryout language course in program assisted Vietnamese is that students appear to have learned as much in four weeks as they would have after eight or nine weeks of "traditional" instruction. The contractor's services were satisfactory in the over-all view.

/s/
John Richardson
John Richardson
Director of Training

SECRET